

For immediate Release
March 31, 2014

Request for Qualifications

Introduction:

The City of Burlington seeks Qualifications for consultants to provide Resident Engineer Services related to the Waterfront Access North project. The Consultant will work with the Burlington Public Works Department and the Community and Economic Development Office prior to construction, during construction and post construction of the Waterfront Access North Project (WAN). WAN is primarily a multimodal transportation project that includes various public facilities such as a new Skatepark along with undergrounding of utilities within the project area. It is located on the northern end of Burlington's waterfront north of Waterfront Park and west of the railroad tracks.

The project area is owned by the City of Burlington, and includes land occupied by the Burlington Skatepark, a portion of the Burlington Bike Path, portions of Lake Street and Penny Lane, parking and grounds of the Burlington Water Department and Burlington Department of Public Works (BDPW) water pumping facility, and grounds and electrical infrastructure of the Burlington Electric Department (BED) and Green Mountain Power (GMP).



For immediate Release
March 31, 2014

Request for Qualifications

The site is listed as #20053357 on the Vermont Department of Environmental Conservation Sites List. It includes several releases and includes an active PCF site. The project area is known to have the following types of contamination present: arsenic in the shallow soil within the entire project area, polycyclic aromatic hydrocarbons (PAH) in the shallow soil within the entire project area, petroleum in soil and groundwater under Penny Lane and the BDPW parking lot, and chlorinated volatile organic compounds (VOCs) in groundwater in a small plume off the north side of the Moran Plant. However, the City will hire an independent Environmental Consultant to oversee testing and management of soils. The Resident Engineer will coordinate with this individual on site during the construction activities.

The City will contract with a firm that identifies highly experienced personnel for work on the project. This may mean a departure from the business model of "delegating down" for field work and reporting. The City seeks to work only with highly qualified personnel for all aspects of the work, all with solid references and many years in the field. Please carefully consider which resumes you submit, as this will define your proposal for the individuals that would conduct work for this City under this solicitation.

This project will be funded through multiple local, state and federal funding sources.

Scope of Services:

This project is scheduled to go out to bid in early May 2014 with construction beginning in mid-June. This project is anticipated to last two construction seasons.

The scope of anticipated services includes the following:

Task 1: Administration

1. Maintain communication with the Municipal Project Manager (MPM) on a regular basis.
 2. Coordinate with the Municipality, Design Engineer, VTrans and the Construction Contractor(s).
 3. Review and have a thorough understanding of contract plans, specifications, estimates and contract special provisions.
 4. Attendance at the pre-bid is required.
- Coordinate, schedule and oversee the pre-construction conference. Coordinate, schedule and attend the Final Inspection. Attend all other job related meetings.



PDF
Complete

*Your complimentary
use period has ended.
Thank you for using
PDF Complete.*

[Click Here to upgrade to
Unlimited Pages and Expanded Features](#)

**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A, Burlington, VT 05401
802.863.9094 VOX
802.863.0466 FAX
www.dpw.ci.burlington.vt.us

PUBLIC WORKS

For immediate Release
March 31, 2014

Request for Qualifications

5. Ensure the contractor contacts Dig-Safe, and provides the City the Dig-Safe Identification number as part of project documentation
6. Preparation of Daily Reports, including quantities. A copy of the Daily Reports are to be maintained on site, with a copy provided to the MPM daily.
7. Maintain a photographic record of the progress of construction, annotating such photos to indicate their content and context including date. This photographic record must be available for reference by Municipal representatives, State or Federal representatives, and the Design Engineer. Photos shall be provided to the MPM at a minimum on a weekly basis, and provided daily if determined necessary by the MPM.
8. Accompany Municipal representatives, the Design Engineer, and State or Federal representatives on visits to the project.
9. Participate in regularly scheduled weekly Construction Status meetings with the Contractor, Municipal representatives, Design Engineer, and State or Federal representatives.
10. Report immediately any unusual occurrences and all accidents occurring within the project limits to the Municipality.
11. Calculation and verification of the final contract quantities.
12. Review and submit to the Municipality, or the Design Engineer if required by the Municipality, any suggestions or requests made by the contractor to change or modify any requirements of the Plans or Contract Documents.
13. Receive certificates, computations and reference materials submitted by the Contractor. Maintain files on the project site of all items submitted by the contractor and of work done on behalf of the Municipality.
14. Prepare a Contractor's progress payment estimate on a bi-weekly or monthly basis. If the Contractor elects to prepare the progress payment estimate; Resident Engineer will review the progress payment estimate prior to submitting to the City for payment.
15. Issue a Certificate of Substantial Completion at the appropriate time, with concurrence from the MPM.
16. Provide certification to the Municipality that this project was constructed as designed, subject to appropriate and necessary revisions during construction, and in substantial conformance with all project specifications and that all necessary contract provisions were fully complied with.

Task 2: Construction Inspection

1. Maintain a presence on the project during times when contractor and subcontractor activities are underway.
2. Check that the contractor is in compliance with all construction contract requirements, Municipal permits and ordinances; property rights agreements; erosion and sediment control; and stormwater management plan; state permits, regulations and statutes; and federal regulations and

For immediate Release
March 31, 2014

Request for Qualifications

statutes; and exercise the engineer's authority as provided in the contract documents and report immediately any deviations to the MPM.

3. Inspect and approve material sources and waste, borrow and staging areas, with due regard to approval/disapproval from the Vermont Agency of Transportation's Environmental Section.
4. Tracking of utility relocation and plotting of final facility locations on the final as-built plans (if any). This includes maintaining a set of red-line plans during construction as well as the development of CADD drawings with all as-built information incorporated for delivery to the City when the project is complete.
5. Erosion control monitoring in accordance with applicable permits.
6. Review and verify traffic control activities.
7. Check that completed work complies with the plans and specifications and is true to line and grade.
8. Make an inspection of work completed at such time as the contractor may claim substantial completion, with a contractor's representative, and issue a list of items to be corrected or completed.
9. Develop and maintain a unit quantity spreadsheet that assigns the expense to the appropriate funding resource according to funding resource eligibility.

Task 3: Materials and Equipment Inspection and Testing

1. Check that materials and equipment are fabricated and tested in accordance with contract documents, in advance of installation; ensuring that the independent laboratory is performing preliminary process control tests on material. Review the test reports and certificates and forward to the Municipality for decision on acceptability. Knight Consulting Engineers, Inc. (KCE) will be providing material testing for the project.
2. Check that materials submitted as pre-approved are on the current VTrans Pre-approved Material List or on the List of Materials with Advanced Certification.
3. Record materials certifications in accordance with VTrans procedures.
4. Maintain a copy of all submittals provided by the contractor(s), and submittal approvals and or denials. Ensure that all materials have been properly reviewed and approved prior to their use on site.

I. SOQ Format

The City seeks to work with individuals with deep experience in resident engineering consulting services. All consultants or consultant teams will be required to prepare a Statement of Qualifications (SOQ)/Technical Proposal and a Cost Proposal as part of this submission. In order

For immediate Release
March 31, 2014

Request for Qualifications

to be considered responsive to this RFQ, each proposal must conform to the following requirements. The consultant shall:

- ▶ Submit three (3) copies of the SOQ/Technical Proposal (see requirements below) in one sealed package. The SOQ/Technical Proposal must be double sided with no acetate or plastic covers.
- ▶ Submit one copy of the required Financial Forms (see requirements below) in a sealed, separate package.
- ▶ Clearly indicate the following on the outside of each of the sealed packages:

Project name (Waterfront Access North Project: Resident Engineering Consulting Services);

Envelope contents (SOQ/Technical Proposal, or Financial Information); and
Name and address of the prime consultant.

Submissions must be received by 2:00 p.m., Tuesday, April 15, 2014 at:

Burlington Department of Public Works
ATTN: Kirsten Merriman Shapiro
645 Pine Street, Suite A
Burlington, VT 05401

Proposals received after the deadline will not be accepted.

Questions regarding this RFQ should be sent in writing to:

Kirsten Merriman Shapiro
Burlington City Hall
149 Church Street
Burlington, Vermont 05401
802-865-7284
kmerriman@burlingtonvt.gov

A. SOQ/Technical Proposal Requirements

For immediate Release
March 31, 2014

Request for Qualifications

The Technical Proposal should demonstrate that the Proposer understands the intent and scope of the project, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed in the course of supplying these services. In addition, the qualifications of the Proposer to supply the required services must be demonstrated. Consultants will be evaluated on technical expertise, length of time in the field, and past performance. In order to assist in the evaluation process, please include the following information in the technical proposal:

Cover Letter

This section should provide a brief introduction of the firm, along with an overview of the Proposer's understanding of the nature of the work and approach to be taken.

Introduction to the Consultant Firm(s)

Proposers shall provide the following information relative to their firms. Similar information must be provided for each sub-consultant or each member of a joint venture.

1. Firm name and business address, including telephone number and email contact.
2. Year established. Include former firm names and year established, if applicable.
Identify the state in which the firm was organized or incorporated.
3. Type of ownership, and name and location of parent company and subsidiaries, if any.
4. Indication of whether the firm is licensed to do business in the State of Vermont, which is a requirement of the project.
5. Number of full-time employees. Part-time employees or consultants routinely engaged by the Respondent may be included if clearly identified as such. (Note: individuals who would work on this project **MUST** have resumes included in the submittal).
6. A description of the firm's general qualifications, including experience with similar types of rate schedule contracts.
7. A description of the specific skills and services the firm offers. (For example, traffic engineering, land surveying, landscape design, etc.)

Qualifications and Experience of Key Staff

Proposers shall identify the individuals assigned to this project and include the function and/or responsibility of each of the identified individuals. Experience summaries of these individuals shall be provided, with emphasis on previous experience on similar projects in similar roles. Emphasis is on experienced staff, delegation of tasks to less experienced personnel whose resume is not included will not be allowed. Resumes may also be included as an appendix. This section should include a discussion of the firm's ability to respond to requests in a timely manner.

For immediate Release
March 31, 2014

Request for Qualifications

References

The respondent shall submit names, addresses, and current phone numbers of at least three references familiar with the consultant's ability, experience, and reliability in the performance and management of projects of a similar nature.

B. Financial Requirements

A table showing current billing rates shall be included in the proposal. This table shall include hourly and overtime rates for all classifications of personnel who are proposed to be utilized under this contract. These rates shall be presented and broken down by direct labor costs per class of labor, overhead cost, and total cost. This cost proposal information shall be placed in a separate envelope and the contents clearly labeled as specified above.

II. Consultant Selection Procedure

A. Selection of Consultants

Review of Written Proposals

The SOQ/Technical Proposals will be evaluated considering the criteria listed below by a selection committee consisting of representatives of CEDO and DPW. The selection of a qualified firm will be based on the following criteria:

- ▶ Qualifications of the firm and the experience of specific personnel (including any subcontractors) to be assigned to this project and their experience completing similar projects. (40 Pts.)
- ▶ Clarity of the proposal, skills available, and expertise with specific skills. (35 Pts.)
- ▶ Demonstration of overall project understanding and knowledge of the local area. (15 Pts.)
- ▶ Completeness of submitted proposal with all elements required by the RFQ (10 Pts.)

The technical proposals will be reviewed, discussed and ranked. Financial Information will then be reviewed for consistency with, and in light of, the evaluation of the technical proposal. The City reserves the right to seek clarification of any proposal submitted and to select the proposals considered to best promote the public interest.

For immediate Release
March 31, 2014

Request for Qualifications

All proposals become the property of the City upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The City reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of the City. This solicitation of proposals in no way obligates the City to award a contract.

The City will select a consultant based on the SOQ package, current workload and/or past performance. The City reserves the right to make selection decisions on the basis of past performance.

The selected firm, in consultation with the City, will develop the project specific scope of work and cost proposal, which will include the following items:

- ▶ Letter of Interest
- ▶ Scope of Work
- ▶ Project organization (listing of specific staff and availability ó resumes not necessary)

The City will negotiate a contract with the selected firm.

III. Standards

The consultant shall comply with all VTRANS, FHWA, DPW, DEC and EPA standards, specifications and policies. The consultant shall maintain a file containing all correspondence pertaining to the project and shall prepare all necessary sampling, testing and reporting pertaining to the project.

All documents and plans, in either paper or electronic format, shall be the property of the City upon completion of the project or termination of the contract.

All materials to be utilized at public meetings or hearings shall be reviewed and approved by the City Project Manager at least 72 hours prior to the meeting.

The consultant shall abide by any existing legislation and regulations.

 **PDF**
Complete

*Your complimentary
use period has ended.
Thank you for using
PDF Complete.*

[Click Here to upgrade to
Unlimited Pages and Expanded Features](#)

**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A, Burlington, VT 05401
802.863.9094 VOX
802.863.0466 FAX
www.dpw.ci.burlington.vt.us



For immediate Release
March 31, 2014

Request for Qualifications

IV. Schedules and Submittals

The consultant shall submit and maintain a schedule with specified milestone dates for the project. The schedules must allow for necessary review periods for all parties involved with the project.

The consultant shall submit invoices with a written, detailed status report on each project on the first of each month to the City's MPM, who reserves the right to request supplemental information to ensure appropriate project progress.

V. ADDITIONAL INFORMATION

The consultant will submit monthly invoices accompanied by brief, written progress reports when the project is active.

All proposals become the property of the City upon submission. The cost of preparing, submitting, and presenting a proposal lies solely with the proposer.

The consultant and any sub consultants shall comply with Burlington's Livable Wage Ordinance, Women and Minority Owned Business Ordinance, Union Deterrence Ordinance and Non-outsourcing Ordinance.

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3).